

OFFICIAL MINUTES
McKENZIE MUNICIPAL-REGIONAL PLANNING COMMISSION
24 OCTOBER 2013 SCHEDULED MEETING AGENDA
McKENZIE MUNICIPAL COMPLEX @ 4:30 PM

I. Call to Order: Dean Robb, Chair started meeting at 4:35 PM

II. Roll Call / Establishment of a Quorum:

Quorum Present: Jill Holland, Mayor; Dean Robb, Chair; Keith Priestley, Vice Chair; Garlon Prewitt, Secretary; Commissioner, Ken Mitchum
Absent: Lisa Norris and vacant Codes Enforcement Officer
Other: Jessie Townes, Council Liaison; Shelton I. Merrell, Regional Planner
Media: Banner: Joel Washburn; News Leader: NONE; Audience: Nine people

III. Approval of October 24, 2013 Agenda:

Motion by: Jill Holland Second by: Keith Priestly Passed: **YES**

IV. Reading and Approval of the September 19, 2013 Minutes:

Motion by: Ken Mitchum Second by: Keith Priestly Passed: **YES**

V. Bethel University Update by Interim President, Walter Butler:

1) New renovations due to leaks will retain the original historic appearance of outside gutters and the roof, and has already been approved by the Historic Committee. The decision regarding the possibility of leaking in the area covered by bricks will be addressed after the winter months. 2) Preliminary architectural plans are ready for a new chapel, but there is a lack of funding at this time and it will be at least one year before sufficient funds can be acquired. 3) The library renovation, including the addition of a disaster shelter, has grant money and must produce \$369,000 in matching funds. An extension of the deadline for producing the matching funds has been acquired by the university. 4) Other plans include repaving of parking lots and replacing the turf on the football field by 2015. Both Walter Butler and the Commission expressed gratitude to each other for the mutually cooperative nature of their joint working relationship.

VI. Mayor's Report by Mayor Jill Holland:

None

VII. Economic Development Report by Jennifer Waldrup:

Jennifer is pleased to have so many new businesses coming to McKenzie.

VII. **New Business:**

A. Topic: Depot Renovation Site Plan by Mr. Billy Barksdale

Shelton Merrell requested this “New Business” item to be addressed before addressing “Old Business,” because much of the content had already been approved at an earlier meeting. Mr. Billy Barksdale stated that almost all of the outside renovations will comply with Historical District guidelines and will retain much of the same appearance as at present. Most changes will be inside the structure in the form of a conference room, office area, kitchen, and file room. The original brick will be cleaned and the concrete floors will be cleaned and painted, thus keeping their original historic appearances. Certain mandatory regulation updates such as ramps, handicap concerns, and wiring must be in compliance with present code requirements; but, nonetheless, every effort will be made to keep the historical integrity of the structure.

VIII. **Old Business:**

A. Topic: Casey’s General Stores, Inc. Rezoning Request

After a discussion that clarified map issues and illustrated a “common sense” approach to rezoning, it was decided to grant a favorable recommendation for the rezoning request. Further discussion pointed out the need to have a process in place that keeps a buyer informed about the important zoning aspects of buying a property; specifically, the buyer, title company, and realtor all need to take responsibility for researching zoning requirements.

A motion was made to forward to the Board of Mayor and Council a positive recommendation allowing Casey’s General Stores their request for rezoning.

Motion by: Jill Holland Second by: Jesse Townes Passed: **YES**

B. Topic: Review Casey’s General Stores, Inc. Development Site Plan

Shelton Merrell presented a revision of Page 4 in the staff analysis. The revision expressed three concerns found on the submitted site plan: 1) The arrangement of six (6) staff parking spaces may need to be rearranged for practical reasons and could possibly be rectified by moving the dumpster enclosure farther west; 2) The landscaping plan needs a more detailed explanation of the type of vegetation that will be planted; 3) The proposed lighting plan needs to be submitted and needs to address the effect of sign lighting on the nearby mobile home park and neighborhood.

The 20' drainage easement located near Forrest Avenue and its intersection with Highland Drive needs to be confirmed as sufficient enough to handle storm flows. The status of Henderson Road needs to be defined by plat and deed. Bryce Loring, representative for Casey's General Stores stated that many of the concerns expressed in the staff review have been addressed in the civil plans, specifically parking and lighting. Bryce stated that Casey's General Stores typically comply with city codes for landscaping.

Bo Pemberton, attorney representing Lee Anne Lorange and the firm of 'A Place Called Home', stated that she wants keep the Henderson Drive address and secure guaranteed vehicle access to her business, and has requested that any access/road easements be confirmed before going forward with the project. Attorney Pemberton added that approximately 75% of road is to be eventually deeded to city.

Dean Robb told Bryce Loring that the Planning Commission, with a 5-day advance notice, could schedule a "Called Meeting" with appropriate public notice when that site plan review has been satisfactorily completed in order to expedite the process.

A motion was made to approve Casey's General Stores site plan with a positive recommendation and forward to the Board of Mayor and Council with a positive recommendation contingent on all aspects of discussion; lighting plan, buffering & landscape plan, parking plan, drainage details, vehicle access to Highway 79 portion with of Henderson Drive to become a city street dead ending at the paved parking lot, etc. being completed and reviewed by the McKenzie Codes Officer, TN State Regional Planner Merrill and the MMRPC at a "Called Meeting"

Motion by: Keith Priestly Second by: Jill Holland Passed: **YES**

C. Any other properly presented old business:

None

IX. New Business:

A. Topic: See VII A above.

B. Topic: Review of the Steven Russell Re-submission (Minor) Plat pertaining to property located on Paris Pike.

A motion was made to reschedule this review when required information has been provided.

Motion by: Garlon Prewitt Second by: Jesse Townes Passed: **YES**

C. Any other properly presented new business:

None

X. Other Business: Any properly presented other business:

A. Topic: Certificate of Occupancy for Sandy Johnson: Informational, only.

Sandy Johnson is seeking a certificate of occupancy at 41 Broadway Street. She is changing the site usage from retail to a café and bakery. She has the approval from the Historical Committee and the approval from Fire Chief, Brian Tucker. Not much can be done until a conviction in the Impressions case has been determined with a court date set in mid-November. Sandy would like the city to remove a sagging awning on Impressions' front face due to it being a possible safety hazard. The matter will be investigated by the McKenzie Codes Enforcement Officer.

B. Topic: Permit Training

There was a discussion pertaining to ways of educating the public regarding permits, specifically not needing a new permit to replace an existing permit. A permit training workshop was suggested.

C. Topic: Review of Ordinance to amend the Current Provisions Governing Signs within the Zoning Ordinance of McKenzie, Tennessee.

Before taking any action, Shelton Merrell suggested that the Planning Commission evaluate the current ordinance in order to simplify, condense, and reformat it in a manner that makes it easier to understand. The Commission was in agreement and this topic will be considered after the current ordinance is studied and revisions have been recommended.

D. Meeting Dates & Adjournment: Agenda & Regular Meeting Schedule Dates

Agenda: Thursday November 14, 2013 at 2:30 PM

Monthly: **Tuesday** November 26, 2013 at 4:30 PM (**CHANGED DAY**)

Agenda and Monthly Combined: Thursday December 12, 2013 4:30 PM

XI. Adjournment:

Motion by: Jill Holland Second by: Keith Priestly Passed: **YES**: Time: 5:46 PM